



Columbiana Police Department

*28 S. Vine Street
Columbiana, Ohio 44408*

Phone (330) 482-9292

Fax (330) 482-6203

*Timothy M. Gladis
Chief of Police*

Suggestions to be used in accepting checks

Due to the complex nature of Criminal Prosecutions, the Columbiana Police Department recommends the following procedures be utilized when accepting a check:

1. Checks **MUST** be submitted to the bank within 30 days of the date of issue, or the date on the check, whichever is later.
2. Accept the checks for **ONLY** the value of merchandise or the exact amount of services rendered.
3. **Accept checks or negotiable instruments (travelers checks, commercial checks, etc.) ONLY after proper identification has been made, by a PHOTO IDENTIFICATION. If possible, obtain a photocopy of the Identification.**
4. Be reluctant to accept checks made out to cash.
5. Checks made out for a high amount should be verified at a bank when possible. If verification is not possible, and suspicious circumstances are present, attempt to get any other information about the maker, including another form of ID or a license plate number of the car he/she is driving.
6. **DO NOT ACCEPT THIRD PARTY CHECKS.**
7. Do not accept checks for persons without purchases being made, Send these people to a bank.
8. **Do not accept any check where the person is unable or unwilling to provide necessary photo identification.**
9. Do not accept any check with two different person's handwriting on the check.
10. Do not accept payroll checks without proper verification at the bank the check is drawn on.
11. **NEVER ACCEPT ANY PARTIAL PAYMENT ON A BAD CHECK.** If partial payment is accepted, no prosecutorial efforts will be made.
12. Be very reluctant to accept out of state checks, extradition of misdemeanor checks (under \$500) is not allowed by law and extradition of a suspect for a felony check will be undertaken only if the check is for a very high amount or extraordinary circumstances exist.

In conclusion, if the above recommendations are not adhered to, the investigation into the offense either may be substantially impaired or impossible due to legal technicalities. If you have any questions, please feel free to contact me.

Ryan Pike
Investigating Officer



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Asterisk *** Indicates Required Information

Complainant Information

*** Complainant: _____ ***

Date _____

*** Address: _____ ***

Phone _____

Check Information

*** Date Check Accepted: _____ County: Columbiana/Mahoning

*** Account #: _____ Bank: _____

*** Name of Person Accepting Check: _____

*** Home Phone of Person Accepting Check: _____

Total Amount of Check(s): _____

*** Check Returned Because: (circle) NSF / Account Closed / Other

If "Other" Specify: _____

*** If "Closed Account" Date Account was Closed: _____

Notification

Was phone contact made with suspect: (circle) Yes / No

When: _____ What was said: _____

*** Date Certified Letter Sent: _____ Accepted: Yes / No

*** **NOTE: Attach green return receipt even if returned**

*** Date General Mail Letter Sent: _____ Was letter returned: Yes / No

Suspect Information

*** Suspect Name: _____

*** Suspect Address: _____

*** SSN: _____ *** Driver's License #: _____

I hereby request the Columbiana Police Department to investigate and prosecute the above listed suspect. I also agree to testify in court, and have any of my employees testify if necessary. If I fail to appear at some point after a charge has been filed or if I dismiss charges, I understand Court Costs will be assessed against me.

Complainant